

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
17-064A

OPENING DATE:
25-Jan-2017

CLOSING DATE:
17-Feb-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Base Service Manager, GS-0301-11, D2042000, E-7/MSgt - E-8/SMSgt, MPCN:009501270J

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3M0X1

ASVAB:
G:24

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must possess either 3M0X1 or 3S0X1 AFSC.

NOTE: Position is UTC tasked.

NOTE: Must have PME and CCAF complete within 6 months of hire.

KNOWN PROMOTION POTENTIAL: SMSgt/E-8 Upon Control Grade availability

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of readiness reporting procedures, policies, and directives to ensure timely, relevant and accurate delivery of required information to higher headquarters.
2. Ability to communicate clearly and concisely both orally and in writing.
3. Knowledge of management and organizational techniques, systems, and procedures to publish guidance, manuals, directives and operating instructions for base level and field level Services operations.
4. Comprehensive knowledge of the full suite of Base Services programs including Prime Readiness in Base Services (RIBS), Subsistence and Food Services, Lodging, Mortuary Affairs, Private Organizations and Non-Appropriated Funds, Home Community Care, Dining Social Club, and Fitness Center management to evaluate, plan, and direct support for federal, state, and local missions.
5. Skill and ability to review, analyze, and assess previous exercises, contingencies, and precedents to sustain Services combat readiness and deliver relevant mission capabilities to the area of responsibility.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

BRIEF JOB DESCRIPTION: This position is located at the 162nd Wing (Tucson, AZ), an Air National Guard Flying Wing, Mission Support Group, within the Force Support Squadron. The primary purpose of the position is to evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as supervisor and primary point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

SELECTING OFFICIAL: Maj Leathon Magee, 520-295-6400, (leathon.f.magee2.mil@mail.mil)
